

NATIVE VILLAGE OF BARROW  
JOB VACANCY ANNOUNCEMENT

OPEN DATE: 7-13-2010	CLOSING DATE: 7-26-2010	JOB LOCATION: BARROW
JOB TITLE: WORKFORCE PROGRAM DIRECTOR		JOB START DATE:
ORGANIZATION NAME: Native Village of Barrow		WAGE/SALARY RANGE: \$ DOE
REGULAR: X	TEMPORARY:	
PURPOSE:	<p>The Workforce Development Director is responsible for the following programs and services: Compact Funded Programs- All compact funded programs the following items are required for providing the listed services:</p> <ol style="list-style-type: none"><li>1. Determination and eligibility criteria of clients and for all programs list below<ol style="list-style-type: none"><li>a. Tribal Membership</li><li>b. Income Eligibility</li><li>c. Residency Status</li><li>d. Completion of Applications</li></ol></li><li>2. Determine the employability of all clients pertaining to the services received</li><li>3. Finding appropriate training programs for clients</li><li>4. Monitoring and evaluating effectiveness of the programs</li><li>5. Screening applicants for all programs listed below</li></ol> <p>The Workforce Development Director is to ensure that all Compact Funded programs and Grant Funded Programs are in compliance and meeting the regulations and reporting requirements.</p>	
<p><b>DUTIES:</b></p> <p>Follow the regulations and guidelines of all programs operated within the Workforce Development Department.</p> <p>Determine the type of need analysis for each client.</p> <p>Provide and coordinate provisions for programs and services provided through the Workforce Development Department; providing client counseling, guidance and information on employability and education and to provide assistance on preparation for employment and educational endeavors.</p> <p>Maintain compliance in all client files.</p> <p>Maintain programs and changes in regulations reflect changes and disseminate those changes throughout the department.</p> <p>Maintain all reports for all programs provided from Workforce Development Department.</p> <p>Collect data from all programs and maintain a tracking system for all programs provided.</p> <p>Maintain the Child Care Assistance Program</p> <ol style="list-style-type: none"><li>a. Providers- maintain and ensure that all requirements are met</li><li>b. Clients- maintain and ensure that all requirements are met</li></ol> <p>Evaluate all programs and implement changes to enhance services if needed.</p> <p>Generate reports for grant funded programs and monthly tribal council meetings.</p> <p>Supervise on client intake.</p> <p>Perform other duties as assigned.</p>		
CERTIFICATION(S)/LICENSE(S) REQUIRED:		DRIVER'S LICENSE

**QUALIFICATIONS:**

Ability to plan, direct and coordinate the work of subordinates.

Ability to express ideas effectively, both orally and in writing.

Ability to develop new programs, implements, monitors their progress, and evaluates their success.

Knowledge of federal contract requirements and standards accounting practices.

Knowledge of and experience in employment and/or educational programs geared to youth, young adults and adults alike.

Knowledge of BIA, HHS, and DOL regulations, ANCSA provisions and other matters related to the BIA education and employment programs in Alaska.

Ability to present ideas publicly and meet with diverse groups, including Native Village of Barrow Tribal Council.

High School diploma or equivalent (GED).

AS A FEDERALLY RECOGNIZED SOVEREIGN TRIBE AND AUTHORIZED P.L. 93-638 COMPACTOR, NATIVE VILLAGE OF BARROW GIVES PREFERENCE FOR TRAINING AND EMPLOYMENT TO QUALIFIED CANDIDATES WHO ARE ALASKAN NATIVES AND/OR AMERICAN INDIAN.

IMMEDIATE SUPERVISOR:	THOMAS OLEMAUN	EXECUTIVE DIRECTOR	907-852-4411
	<i>NAME</i>	<i>TITLE</i>	<i>PHONE</i> 907-852-4411
REFER APPLICATIONS TO:	REBECCA BROWER	HR DIRECTOR/ADMIN. ASST	
907-852-4411	6090 BOXER STREET	BARROW, AK.	99723
PHONE NUMBER	ADDRESS	CITY, STATE	ZIP